

City of Morgantown
Department of Personnel and Employee Relations

Job Title: Assistant City Engineer

Job Summary

Under the direction of the City Engineer; supervises and coordinates the activities of the Public Works Department's Engineering Division; provide professional, administrative and technical support to the City Engineer; provide engineering assistance for the design and construction of public works projects; acts as a project manager for design and construction of Capital Improvement Projects; supervises the plans review of private development; investigates and responds to citizen inquiries; prepare and review traffic studies and surveys; make recommendations for traffic control devices and traffic calming; assist in preparing Departments annual budget; performs other related duties as required.

Job Duties and Responsibilities

1. Supervise and coordinate the daily activities of subordinate employees;
2. Prepare complete contract documents for public bidding, including specifications and estimates for City Public Works improvement projects;
3. Administer various consulting contracts, including preparation of requests for qualifications/proposals;
4. Perform project management activities;
5. Administer contracts for construction projects;
6. Perform field inspection of various engineering projects and perform field survey work as necessary;
7. Prepare written traffic engineering study reports;
8. Investigate and respond to public requests for installations and modifications of traffic control devices;
9. Investigate problems encountered during construction and maintenance projects;
10. Review traffic impact analyses, parking layout designs, project site circulation designs and commercial loading zone designs etc. for private development projects;
11. Knowledge of data collection methods, procedures, and equipment, including traffic counters;
12. Assist in prepare Department
13. Promotes an image of professional, courteous service as a representative of the City of Morgantown;
14. Perform related work and duties as needed or assigned by supervisor.

Requirements

1. Successfully graduated from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management, Traffic Engineering or a closely related field.
2. Five years of increasingly responsible experience in professional civil engineering work involving public works projects and facilities, project management, traffic and field operations including at least three years in a supervisory capacity.
3. Have Engineer-in-Training Certificate, and ability to get PE license within 1 year of hire. PE License preferred
4. Experience using AutoCAD Civil 3D, ArcView GIS, Synchro, TransCAD, HCM, Microsoft Office (Word, Excel, Access and Outlook) software preferred.

Salary

Salary Range is \$26.81 to \$28.04 per hour. FLSA status is exempt.

Benefits

Benefits available include paid vacation and sick leave, paid holidays, dental, medical, prescription drug coverage, HRA, flexible spending account, vision, life insurance and more.

Please submit cover letter and resume to Human Resources Department, City of Morgantown, 389 Spruce Street, Morgantown, WV 26505 or email to dsmyth@cityofmorgantown.org.

Application deadline is 5 p.m. on July 17, 2015.

(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify.)